

# Reference Guide for Required Staff Development



Iowa Department of Education  
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There are two types of staff development required for school employees. One type is professional development that is established in the Student Achievement and Teacher Quality Program (281—IAC Chapter 83) for the purpose of increasing student achievement. Professional development in this category includes the training and learning opportunities that are included in the District Career Development Plan, Mentoring and Induction, and the Individual Teacher Career Development Plan. These professional development requirements include district wide structures for supporting all faculty members responsible for instructional content. Training and learning opportunities address district student learning goals and the Iowa Teaching Standards. Multicultural and gender fair training may be integrated into the content delivered as part of the district plan, as appropriate. Information regarding career development plans can be accessed at the following website: <http://www.state.ia.us/educate/ecese/tqt/tc/prodev.html>

The second type of staff development, which is the focus of this document, is the topical or specific content intended for individuals with specialized assignments or roles that necessitate specific training. Training sessions to meet these requirements, in most instances, would not be included as content in the District Career Development Plan. For example, a workshop on preventing child abuse would be necessary training for teachers, but it would not be appropriate for meeting the needs of teachers learning a new instructional strategy as part of their District Career Development Plan.

When setting the school calendar for staff development, time allocated for these topical training areas should not take the place of professional development related to the content identified in the District Career Development Plan.

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## **General Staff Development: Multicultural Gender Fair Approaches (MCGF), Diverse Learners**

Required Participants: All staff

Legal Reference: 281—IAC 12.7

Description: To meet the professional needs of all staff, staff development activities shall... prepare all employees to work effectively with diverse learners and to implement multicultural, gender fair approaches to the educational program...

Contact Person: Tom Andersen, Equity and Nontraditional Services  
Consultant  
Iowa Department of Education  
(515) 281-4723  
tom.andersen@iowa.gov

Notes:

## **Abuse of Students by School Employees**

Required Participants: Designated Level I investigators and alternates

Legal Reference: 281—IAC 102.5(4)

Description: The board of directors of a public school district and the authorities in control of a nonpublic school shall arrange for in-service training for the designated investigator and alternate. Initial training should be undertaken within six months of appointing a level-one investigator or alternate. Follow-up training should be undertaken at least once every five years.

Contact Person: DE School Improvement Consultant  
AEA Consultant

Notes:

## **Affirmative Action**

Required Participants: All staff who hire or supervise personnel

Legal Reference: 281—IAC 95.4(5)

Description: Each board of directors shall provide periodic training for all staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of its affirmative action plan.

Contact Person: Tom Andersen, Equity and Nontraditional Programs  
Consultant  
Iowa Department of Education  
(515) 281-4723  
tom.andersen@iowa.gov

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## **Asbestos**

Required Participants: Maintenance and custodial staff

Legal Reference: 29 CFR § 763.84

Description: Each LEA shall ensure...that all members of its maintenance and custodial staff...who work in a building that contains asbestos (ACBM) receive awareness training of a minimum of two hours, whether or not they are required to work with ACMB. New custodial and maintenance employees shall be trained within 60 days after commencement of employment and shall have a yearly refresher of two-hours. The LEA shall ensure that all members of its maintenance and custodial staff who conduct any activities that will result in the disturbance of ACBM shall receive training (as described in "a." above) and minimum of 14 hours of additional training, including an annual update.

Contact Person: Gary Schwartz, School Plant Facilities Consultant  
Iowa Department of Education  
(515) 281-4743  
gary.schwartz@iowa.gov

Notes:

## **Bus Driver Training**

Required Participants: All school bus drivers

Legal Reference: Iowa Code § 321.376

Description: A person applying for employment or employed as a school bus driver shall successfully complete a department of education approved course of instruction for school bus drivers before or within the first six months of employment and at least every twenty-four months thereafter.

Contact Person: Max Christensen, Executive Officer 1 (Transportation)  
Iowa Department of Education  
(515) 281-4749  
max.christensen@iowa.gov

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## **Child and Dependent Adult Abuse**

Required Participants:	<p>Mandated child abuse reporters, which includes all licensed school employees (including substitute teachers)</p> <p>Mandated dependent adult abuse reporters, which includes all licensed school employees (including substitute teachers) who have regular contact with 18-21 year olds</p>
Legal Reference:	Iowa Code § 232.69, Iowa Code § 235B.16
Description:	<p>Persons required to report child and dependent adult abuse shall complete two hours of training relating to the identification and reporting of child abuse and of dependent adult abuse within six months of initial employment. Within one month of initial employment or self-employment, the person shall obtain a statement of the abuse reporting requirements from the person's employer or, if self-employed, from the department. The person shall complete at least two hours of additional child abuse and dependent adult abuse identification and reporting training every five years.</p> <p>A person required to complete both child abuse and dependent adult abuse mandatory reporter training may complete the training through a program that combines child abuse and dependent adult abuse curricula and thereby meet the training requirements of both simultaneously. A person who is a mandatory reporter for both child abuse and dependent adult abuse may satisfy the combined training requirements of this subsection through completion of a two-hour training program, if the training program curriculum and content are approved by the department of human services.</p>
Contact Person:	<p>DE School Improvement Consultant</p> <p>DE Licensure Consultant</p> <p>AEA Consultant</p>
Notes:	

## Educational Aide Training

Required Participants: All newly hired educational assistants

Legal Reference: 281—IAC 12.4(9)

Description: During the initial year of employment, an educational assistant shall complete staff development approved by the board as provided in subrule 12.7(1) (For requirements of 12.7(1), refer to the **General Staff Development: Multicultural Gender Fair Approaches (MCGF), Diverse Learners** section of this guide)

Contact Person: Tom Andersen, Equity and Nontraditional Programs  
Consultant  
Iowa Department of Education  
(515) 281-4723  
tom.andersen@iowa.gov

Notes:

## **Hazardous Chemical Risks--Right to Know**

Required Participants: All staff

Legal Reference: 347—IAC Chapter 110, Iowa Code Chapters 88 and 89B

Description: Employers shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.

An employer shall provide special training when the employer either assigns an employee to a special assignment or task which increases the employee's potential exposure to a hazardous chemical..." or when the employee is reassigned to another area with different hazardous materials.

Contact Person: Gary Schwartz, School Plant and Facilities Consultant  
Iowa Department of Education  
(515) 281-4743  
gary.schwartz@iowa.gov

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## **Medication Administration to Students**

Required Participants: Persons who administer medication to students other than licensed registered nurses, physicians, or the students' parents

Legal Reference: 281—IAC 41.12, 657—IAC 8.32

Description: Person administering medication shall include licensed registered nurses, physicians, and persons who have successfully completed a medication administration course reviewed by the board of pharmacy examiners.

Contact Person: Charlotte Burt, Student Health Services Consultant  
Iowa Department of Education  
(515) 281-5327

Notes:

## **Occupational Exposure to Blood or Other Potentially Infectious Materials**

Required Participants:	All employees with reasonably anticipated occupational exposure to blood or other potentially infectious materials
Legal Reference:	29 Code of Federal Regulations (CFR), Part 1910.1030
Description:	<p>Employers with employees who have occupational exposure to blood or other potentially infectious materials are to develop an occupational exposure to blood borne pathogens program, written policy, guidelines, and employee training.</p> <p>On initial assignment and annually employers ensure all employees with reasonably anticipated occupational exposure participate in a training program at no cost and during work hours.</p>
Contact Person:	Iowa OSHA Consultation and Education Division (515) 281-7629
Notes:	

## **Other Areas of Staff Development Referenced in the Code of Iowa or Iowa Administrative Code**

### **I. Areas incorporated in comprehensive school improvement plans**

#### **A. Dropout Prevention and Returning Dropouts Programs**

Legal Reference: Iowa Code § 257.38

Description: Boards of school districts, individually or jointly with boards of other school districts, requesting to use additional allowable growth for programs for returning dropouts and dropout prevention, shall annually submit comprehensive program plans for the programs and budget costs, including requests for additional allowable growth for funding the programs, to the Iowa Department of Education. The program plans shall include staff in-service education design (among other requirements).

Contact Person: Ray Morley, Homeless Children and Youth and At-Risk Students Consultant  
Iowa Department of Education  
(515) 281-3966  
ray.morley@iowa.gov

Notes:

#### **B. Gifted and Talented Programs**

Legal Reference: 281—IAC 12.5(12)

Description: The comprehensive school improvement plan requires provisions for gifted and talented programming, including “an in-service design.”

Contact Person: Rosanne Malek, Gifted and Talented and Fine Arts Consultant  
Iowa Department of Education  
(515) 281-3199  
rosanne.malek@iowa.gov

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## II. Areas required for Area Education Agencies

### A. Human Growth and Development

Legal Reference: Iowa Code § 279.50(2)

Description: Each area education agency shall periodically offer a staff development program for teachers who provide instruction in human growth and development.

Contact Person: AEA Consultant

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